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Approved For Release 2001/04/09 : CIA-RDP79-00232A000100010011-1

JAN 2 1952

MEMORANDUM

PERSONNEL
DIRECTOR

TO: Chief, Personnel Division (Overt)
Chief, Personnel Division (Covert)
Chief, Classification & Wage Division

FROM: Chief, Personnel Studies and Procedures Staff

1. Reference is made to Personnel Director Memorandum No. 17-51, dated 20 December 1951, Subject: Change In Processing of Personnel Actions for Training Office Positions. The following recommendations concern the implementation thereof and are keyed to appropriate paragraphs of the Memo.

Para. 2.A.(1) Classification approval

- b.1. Classification will designate positions to be flagged for classification review on PDO and PDC copies of the Table of Organization. Respective position control units will use the T/O in flagging required positions. Yellow-colored signals will be placed on extreme ~~left~~ *RIGHT* side of service record card for this purpose.
- b.3. Actions at different series than T/O authorization will normally be forwarded to Classification for review. Exceptions to this requirement are listed in Attachment 1.
- b.4. In event that questions exist as to whether a two-grade promotion is in accordance with normal progression, the personnel action will be forwarded to Classification.
- b.5. Whenever the Chief, Personnel Division, desires classification pre-audit of a promotion or re-assignment action such as in a borderline qualification case, he may request desk audit, even though position is not flagged for classification review.

Para. 2.A.(3) Salary Determination

Salary determinations will be governed by the following references:

JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 2 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S 0 RET. JUST. 22
NEXT REV DATE 89 REV DATE 6-3 REVIEWER 3293 TYPE DOC. 02
NO. PGS 12 CREATION DATE _____ ORG COMP 32 OPI _____ ORG CLASS S
REV CLASS C REV COORD. _____ AUTH: HR 70-3

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- (1) CIA Regulation [REDACTED] 2H.-Salary Admin-^{25X1A}
istration.
- (2) Public Law 429, Classification Act of
1949, Title VIII, General Compensation
Rules.
- (3) Federal Personnel Manual, 2 316.02-03,
General Compensation Rules.
- (4) Decisions of the Comptroller General.

Para. 2.A.(5) Suspense for expiration of LWOP and similar
actions.

Suspense for expiration of LWOP and similar actions
will be kept on Position Control by use of 3 x 5 cards
placed in middle position in the position control file
over the SF-7. Suspense date will be in the visible
portion of the card and detailed information will be
listed on upper portion.

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